

Amber P. Simons

VACANCY NUMBER: VF4557

POSITION TITLE: Executive Assistant, GS-0307 - 9/11

SSN: 123-45-6789

1. Experience managing administrative operations or tasks.

Throughout my 20 plus year career, I have repeatedly demonstrated my talent to manage, oversee, and supervise high-level and high-profile administrative tasks. My record shows repeated success, resulting in progressive increased responsibilities and promotions. I have strong organizational skills with the ability to quickly diagnose unproductive workflows and processes and re-organize systems and workstations for maximum productivity. I appropriately delegate, so that even the most ambitious tasks and projects are achievable through hands-on oversight and short-term objectives including steps with time frames. I successfully analyze current processes, evaluate alternatives and options, and implement creative solutions to meet organizational objectives.

I successfully managed high-profile Congressional offices for two Speakers of the House, as a top-level Executive Assistant providing the leadership, mentoring, training, and coaching required for creating highly effective and motivated teams of up to 10 people. I provided high-level executive assistance to Congressmen traveling throughout the world and to foreign Heads of State traveling to the U.S. I also managed a 4-person administrative team at the National Rural Electric Cooperative Association, providing the mentoring, counseling, and leadership for effective team-building and top performance.

I initiated a complete new computer system installation and conversion, a reorganization and overhaul of the records management systems, and an innovative shipping and mailing software program and tracking system. I have designed and implemented correspondence tracking procedures and processes, establishing new workflow processes for improved efficiency. I progressed from secretary to executive assistant to the top politicians in Washington, firmly demonstrating competence in every task and endeavor. My skills in executive administration have led to very successful fundraising, Congressional liaison at the highest levels, and effective constituent support, individuals and high-level corporate and non-profit executives.

The breadth of administrative tasks and projects I have managed and performed over the last 20 years is extensive. Some examples follow. I wrote and typed correspondence and produced mass mailing campaigns, ensuring including perfect proofreading and clear and editing. I developed and used extensive databases to track fundraising activities, correspondence, and client lists, ensuring accurate data input, management, and up-keep. I organized travel at the highest level, arranging travel for Congressmen on official trips with the State Department and Department of Defense. I have coordinated large (greater than 1,500 people) events, providing the organizational leadership and attention to detail in all requirements for success. I have been entrusted to take meeting minutes and dictation at the highest levels, accurately learning about and recording information for effective dissemination. I designed and distributed news and press releases, communicating with the press and constituents effectively. I managed projects for large, complex events, including visits from Heads of State, handling the minutia of details required for successful travel, agenda, protocol, and social events. I provided the logistical and project planning for President's State of the Union Address, Congressional speeches and caucuses.